

Co-operative Federation of Victoria Ltd

Minutes of Board of Directors meeting held at Co-operative Purchasing Services Ltd, Thursday, 15 June 2000 at 10.30 am.

Present: D. Griffiths (Chair), J. Luckman, M.Boyce, N.Black, V.Ogier, R.Stone, R.Wilkins and G. Charles (Executive Officer)

Apology: V. Hughes

Minutes

Resolved that the minutes of the board meeting held on 13 April 2000 be confirmed as a true and accurate record of that meeting and duly signed by the Chair.

Resolved that the resolutions made while the board meeting of 13 April 2000 was held in committee be approved under Section 216 Transaction of Business Outside Meetings.

Membership Status Report

There was a brief discussion on the number of members who had not renewed their membership.

The Executive Officer reported:

- As at 31 May 2000 34 co-operatives had not renewed their membership.
- All had received a second letter.
- Of the 34, those with an annual subscription of \$250 + had been telephoned.
- Two co-operatives had since renewed their membership.
- Four of the co-operatives who had not paid as of 31 May had expressed dissatisfaction with services received from the Federation in the past.

Resolved to implement in July 2000 and subject to ratification by the next AGM

- A discount of 10% to members renewing their membership within a month of dated renewal notice.
- Freeze subscription rates at the current level for 2000-2001 and 2001-2002

It was noted that renewal notices would be sent to members in July and that they would be advised of the recommended 10% discount and freezing of subscription levels, that these are subject to confirmation by the AGM but that the board is confident that its recommendations will be accepted.

Co-operative Development

The board considered 3.3 Co-operative Development Proposal which had been circulated with the agenda.

The Executive Officer reported that he was meeting with the Minister for Agriculture on the 17 June 2000 and, subject to board approval, he hoped to present the proposal.

Resolved that the Co-operative Development Proposal be endorsed.

Insurance

The Executive Officer reported that the circulated insurance proposal was carried as follows. Yes 4, No 1 and Abstain 3.

It was noted that David Griffiths and Val Ogier had abstained as both are directors of Co-operative Purchasing Services Ltd and that John Luckman abstained because the YCW Co-operative Society Ltd has its own insurance scheme.

Resolved that the CPS Ltd Insurance proposal and resolution previously circulated to the board under Sec 216 transaction of Business Outside Meetings be recorded in these minutes as carried.

Annual General Meeting

The Executive Officer reported that he had discussed with the Auditor the time required to prepare the audit.

Resolved that the 1999-2000 AGM meeting and dinner be held on Friday 1 September 2000 in conjunction with a Future Directions Workshop.

It was noted that the Executive Officer would investigate possible venues.

R. Wilkins said that he might be able to arrange for the services of an independent facilitator for the workshop.

Executive Officer Workload

The board considered 3.5 EO Work-load Report and Recommendations which had been distributed to directors with the agenda.

The Chairman recommended that the EO's hours be increased by two days per week for a trial period of three months.

Resolved to increase EOI's hours by 2 days per week for July, August and September with a review at 30 September 2000

Membership Survey

The board considered 3.6 Membership Survey which had been prepared by the Chairman and the Executive Officer and circulated by email or fax prior to the meeting.

The Chairman commented that the main issue for action was the suggestion that membership application forms should be changed to include basic profile data such as annual turnover, number of members and number of staff.

Federation Grants Scheme

Resolved to endorse the Victorian Federation Grants Scheme application, Co-operative Memories.

In discussing the submission, however, it was noted by some directors that while worthwhile the project should not be a priority for the Federation.

Correspondence

The board considered 4. Correspondence Received & Sent which had been distributed to directors with the minutes.

Resolved that the correspondence be noted.

Executive Officer Reports

The Executive Officer briefly reported on the Directors Training Kit, membership liaison, the UDV's co-operatives project and progress on the Federation's web site.

The Executive Officer advised that the UDV had agreed to include the Federation within the "loop" in regard to their Co-operatives Project .

Financial Reports

The board considered 6.1 Accounts for Payment and 6.2 Cash Receipts and Payments Statement 1/7/1999 – 31/5/2000 which had been distributed to directors with the agenda.

The Executive Officer noted that the date on 6.2 should be 31/5/2000 instead of 31/3/2000

Resolved that the accounts for payment be approved.

Resolved that the financial statements be accepted.

Budget

The board considered 6.3 Draft Budget 2000/01 which had been distributed to directors with the agenda.

Resolved that the draft budget for 2000/01 be endorsed subject to the following amendments:

Expenditure – reduce Postage \$500, Printing \$1000 and Annual Meeting Dinner \$500

Revenue – increase training \$500

Approval of Delegates

Resolved that the following nominated delegates be approved:

North East Telecommunications Co-operative P. Jamieson

Avoca District Co-operative T.O'Shea

Consumer Business Affairs Victoria (CBAV)

Resolved to accept in principle proposed funding requests subject to endorsement of detailed proposal after the Executive Officer has spoken with CBAV – Review of the Co-operatives Act and the model rules, continuation of VCN/NCU arrangement and production and implementation of the Developing Directors Training Kit.

Director Training

There was a brief report on the two director training kit trials undertaken by ALCC with the Ballarat Community Development Centre Co-operative and the South East Housing Co-operative Ltd.

It was noted that the Chairman had provided detailed comments on the co-operative content and that Tony Gill had also provided feedback.

Resolved that ALCC be requested to conduct a trial session with the board on 13 July 2000 and that the Executive Officer circulate the draft kit to Board members.

International Co-operative Alliance

The Chairman noted that, at the present time, there were insufficient funds for the Federation to apply for membership of the International Co-operative Alliance.

It was noted that John Luckman was attending the First ICA Asia Pacific Co-operative Forum, 27-28 June 2000, in Singapore.

The Chairman noted that the ICA had prepared a Proforma questionnaire for the collection of co-operative data and had agreed to forward a copy of the questionnaire.

He also reported that he had asked the ICA for information on health co-operatives.

The Chairman noted that the Singapore National Co-operative Federation had been asked to forward information on co-operatives and trade unions and health care co-operatives in Singapore – following the visit of its Chief Executive Officer.

He noted that the ICA's 78th International Co-operative Day was on 1 July 2000 and that the theme was "Co-operatives and Employment Promotion."

Dairy Co-operatives

There was a brief discussion on dairy co-operatives and N. Black offered to prepare an initial paper by 29 June 2000 for further development by the Executive Officer and the Chairman.

NEXT MEETING: 13 July 2000 commencing at 1pm at CPS Ltd.